

WEST VIRGINIA -ELECTION CONNECTION-

Your source for Election News from Secretary of State Natalie E. Tennant

Issue 52 – October 16, 2012

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3 Weeks Until Election Day!

On Tuesday, October 16, there will be exactly 3 weeks until the November 6 General Election!

Daylight Savings Time in iVotronic Machines

This is from an email from ES&S and Casto+Harris about daylight savings time in iVotronic machines:

“Counties using iVo's need to adjust the clock on their machines when testing next month due to daylight savings time. In years previous, DST didn't occur until AFTER the general election, so we didn't need to be concerned with it. This November, however, DST (November 4th) occurs two days prior to the Election (November 6th); thus, we will gain an hour and "fall back" on Sunday, November 4th. Therefore, if counties don't set the time back an hour (i.e. 10:00 am when it's really 11:00 am) when pre-testing their iVo's in October, then pollworkers will be prompted to "close the polls" starting at 6:30 pm instead of 7:30 pm. **That also means that the machines will think it's 6:30AM when it is really only 5:30AM.**

The DST box in the *setup & configuration* settings should remained unchecked or without an "X" since the 9.1.6.2 firmware does not have the new DST dates which changed in 2007.”

REMEMBER: You SHOULD adjust for DST in your Election Day machines, but NOT in your Early Voting machines!

Voter Registration Interactive Map

Now on the Secretary of State's website you can find an interactive map that shows voter registration totals broken down by party and by county.

The map can be found here:
http://www.sos.wv.gov/elections/history/Pages/Voter_Registration.aspx.

You can click on your county and see the totals, and also do some research on the voter registration numbers going as far back as November of 2002.

This website is very handy, and should also help with media inquiries as they increase ahead of the election. You can direct reporters here, and also inform them that they can export the data into an Excel spreadsheet.

International Election Observers Visiting Secretary of State and County Offices Before Election Day

International election observers from the Organization for Security and Cooperation in Europe/Office of Democratic Institutions and Human Rights (OSCE/ODIHR) will be visiting with the Secretary of State's Office on Wednesday, October 17. The United States is a member-nation of the OSCE, which provides election observers to many countries across the globe.

Andrew McEntee of the United Kingdom and Kirsten Mogensen of Denmark have been assigned by the OSCE/ODIHR to gather information on election processes in West Virginia and Ohio.

Their primary focus in West Virginia is preparations and procedures for Election Day. They are interested in what steps we as election administrators must go through in order to make Election Day a success: poll worker training, logistics and accuracy testing of machines, public testing of machines, polling place preparation (including poll kits), etc. They are also interested in the amount of decentralization of the election processes in the United States and in West Virginia. In most other countries they visit, the elections processes are very tightly controlled at the national level.

On their way from the observer mission base in Washington, D.C., Monday, the observers stopped in Raleigh County to visit with Raleigh County Clerk Betty Riffe and her staff. "They seemed to be impressed and said they had never seen anything like our system before," says Clerk Riffe. "They asked about how much freedom counties have to control their own process and how we train poll workers. They were very nice and down-to-earth people."

The Secretary of State's Office has asked the OSCE/ODIHR observer mission to identify any additional counties they would like to visit while they are in West Virginia.

Poll Worker Training Videos

All county clerks should have received their poll worker training DVDs in the mail. There were a handful of audio issues reported, but all were resolved by playing the DVDs on a different player.

There are other options when it comes to displaying the videos during your poll worker training sessions. All of the videos are available on the Secretary of State's website here:

http://www.sos.wv.gov/elections/administrators/Pages/Poll_Worker_Video.aspx.

You can also download the poll worker training videos and save them on your computer, eliminating the need for the DVD altogether. The videos can be downloaded on the same webpage linked above.

Of course, as always, if you have any questions or concerns please contact Jake Glance at (304) 558-6000 or jglance@wvsos.com.

Important Dates Coming Up

- **September 21 – October 31, 2012 (November 1 for applications received October 31, 2012):** Mail Absentee Ballots (Within one day after the clerk has both the completed application and the ballot. Ballots delivered at least 46 days before election and applications due no later than sixth day before election)
 - o Upon acceptance of a completed application, the county clerk determines whether the requirements have been met and mails official absent voter's ballot(s), envelopes, instructions, and any other supplies required for voting the ballot. If the clerk determines the requirements have not been met, the clerk gives notice that the ballot will be provisional. (§ 3-3-5)
- **October 11-17:** Publish Sample Ballot for Early Voting (Not more than twenty-six nor less than twenty days preceding the general election)
 - o Ballot commissioners publish sample official General ballot for each party, nonpartisan candidates, and public questions as follows: (1) for counties in which two or more qualified newspapers publish a daily newspaper, publish a Class I-O legal advertisement in the two qualified daily newspapers of different political parties within the county having the largest circulation; (2) for counties having no more than one daily newspaper, or having only one or more qualified weekly newspapers, publish sample as Class I legal advertisement in the qualified newspaper having largest circulation. (§ 3-6-3, 59-3-1 et. seq.)
- **October 16:** Public Notice of Inspection of AutoMark and Ballots for Early Voting (Not later than 3 days prior to the date of inspection. Inspection shall be not less than 5 days prior to election.)
 - o Clerk of the county commission places a Class I-O legal advertisement announcing the time and place of inspection of AutoMark (§3-4A-13)
- **October 16 – November 2:** Public Notice of Time and Place of Test for Automatic Tabulating Equipment (ERM) for Election Day (Ivo,650,M100) (Not less than 48 hours or more than 2 weeks prior to the testing of such equipment.)
 - o Clerk of the county commission places a Class I - O legal advertisement announcing time and place for testing of automatic tabulating equipment. Notification to the county commission at same time. (§ 3-4A-26, 59-3-1 et. seq.)
- **October 16:** Voter Registration Deadline (Voter registration for an election shall close on the twenty first day before the election, or on the first day thereafter which is not a Saturday, Sunday or legal holiday.)
 - o Completed application of eligible voter for registration, transfer, change of political party or other change submitted by the close of voter registration will be effective for any subsequent election, if:

- received at office of clerk of the county commission, no later than the hour of the close of registration;
 - accepted by a designated agency or motor vehicle licensing office no later than the hour of the close of registration;
 - accepted through a registration outreach program no later than the close of registration;
 - addressed to the appropriate clerk of the county commission and postmarked by the postal service no later than the close of registration. (§ 3-2-6, 3-2-7)
- **Vacancy on the ballot occurring October 16 – November 1, 2012:** Write-in filing by November 1, 2012: Write-In Candidate Filing Deadline in Case of Death or Disqualification of Candidate (Vacancy occurs no earlier than the twenty-first day and no later than the fifth day before the general election, the certificate shall be received no later than the close of business on the fifth day before the election, or the close of business on the day following the occurrence of the vacancy, whichever is later.)
 - Write-in candidate files certificate of announcement to become certified write-in candidate in case of death of nominee or death of incumbent in office excluding certain federal, statewide and judicial offices not on ballot. (§ 3-6-4a(c)(3))
- **October 17, 2012 (Deadline):** Notification of Ballots and AutoMark Readiness for Early Voting (Not later than 7 days before the election)
 - County clerk shall notify the county commission that the ballots and AutoMark are ready for use.
- **October 17 - 22, 2012:** Correct Incomplete Applications for Voter Registration (Within four business days after the close of registration)
 - County clerk may correct applications for voter registration containing incomplete information if applicant provides the required information. (§ 3-2-6(b)(1))
- **October 19, 2012:** Public Inspection of Vote Recording Devices and Ballots AutoMark for Early Voting. (Five days prior to voting)
 - County commissioners and ballot commissioners convene to inspect the devices and the ballots to determine if all applicable provisions of law are met. (3-4A-13)
- **October 19, 2012:** Accept Voter Registration Card by Mail without Postmark (No later than the third day following the close of registration)
 - Last day an application for registration may be accepted if addressed to the appropriate clerk of the county commission and received by mail with the postmark missing or illegible. (§ 3-2-6(b)(2)(A))
- **October 22-26:** Pre-General Financial Reports Due (Fifteen days or within 4 business days thereafter preceding general election)
 - Candidates, agents, treasurers and persons making independent expenditures file with the Secretary of State or clerk of the county commission a detailed itemized statement setting forth all financial transactions subsequent to last report. All legislative candidates file

campaign finance forms with Secretary of State's office regardless of district. (§ 3-8-5, 3-8-5a, CSR 146-3-8)

- **October 22 - November 5:** "Last Minute" Independent Expenditures Reported (Expenditure made on or after the fifteenth day but more than twelve hours before the day of any election - report must be received within 24 hours after the expenditure is made)
 - o Independent expenditures in the amount of \$1,000 or more for statewide, legislative or multi-county offices or in the amount of \$500 or more for county, single-county or municipal offices which are made must be reported within 24 hours to the Secretary of State or the clerk of the county commission. (§ 3-8-2)
- **October 24 – November 3:** Early Voting in Person Conducted (New language beginning on the thirteenth day and continuing through the Saturday before the Tuesday general election)
 - o Voter may vote an early ballot at the county clerk's office during normal business hours; additionally, early voting must be conducted between 9 a.m. and 5p.m. on the last two Saturdays before the primary election. (§3-3-3)

Have an idea?

Is there something that you want to see addressed in the Election Connection? The goal of this newsletter is to keep everyone up to date about challenges facing election officials in West Virginia and to inform everyone about best practices that are being put into place. If you have an idea for a topic, have a question, or if you think there is a subject that election officials around the state would be interested in, please do not hesitate to contact the Secretary of State's Office. You can contact the Elections Division by email at elections@wvsos.com or (304) 558-6000 or Jake Glance directly at jglance@wvsos.com. Your input is appreciated.